**RECRUITMENT FAIR PREPARATION AND EXECUTION CHECKLIST**

**Pre-Recruitment Fair Preparation:**

* Identify key law schools and target demographics
* Understand market trends and job interests among law students
* Decide on the key selling points of your office
* Choose suitable dates, times, and locations for the fairs
* Coordinate with law schools for availability and access
* Plan the booth setup, including displays and materials
* Develop promotional materials
* Reach out to law school career centers
* Leverage alumni networks
* Organize a panel discussion
* Partner with law societies and student groups
* Use digital advertising
* Prepare job descriptions, qualification summaries, and application processes
* Create engaging materials about your office
* Prepare video or interactive content for presentation
* Train recruiters on the specifics of the jobs, office, and ideal candidate profile

**During the Recruitment Fair:**

* Display promotional materials prominently
* Engage potential applicants by explaining the job benefits, challenges, and impact
* Make personal connections and collect contact information
* Answer all questions honestly and thoroughly
* Conduct on-the-spot interviews
* Network with other recruiters, law school staff, and professors

**Post-Recruitment Fair Follow-Up:**

* Send out thank you emails to attendees who visited the booth
* Reach out to promising candidates with more information and next steps
* Schedule formal interviews for shortlisted candidates
* Conduct thorough background checks including references
* Analyze data on attendee engagement, interest, and feedback
* Assess the quality of applicants and successful hires from the fair
* Keep candidates in the loop through regular newsletters or social media updates
* Foster relationships with non-selected candidates for future opportunities
* Maintain relationships with law schools for future recruitment events
* Establish partnerships with law faculties and societies for regular engagement